

---

## ***TERMS OF REFERENCE OF THE SHADOW CABINET***

---

---

### ***Establishment of Shadow Cabinet***

---

For the purpose of promoting good relationships between the Cabinet and the Largest Opposition Group and encouraging a sharing of ideas, the Authority will formally recognise the establishment of a Shadow Cabinet from amongst the membership of the largest Opposition Group to shadow the portfolios of the Cabinet Members.

---

### ***Membership of Shadow Cabinet***

---

Such Shadow Cabinet shall comprise of the Leader of the largest Opposition Group, and up to 9 other members of the Group as the Leader may nominate and notify to the CEX, to include the Deputy Leader of the Group. No substitutions shall be allowed.

---

### ***Categories of Meetings which will constitute "Approved Duties"***

---

#### **1. Bi monthly meetings of the Shadow Cabinet Members with their respective Cabinet Members**

Meetings shall be scheduled into the Council diary by the Democratic Services Unit. The Shadow Cabinet Member shall notify the DSU of the matters they wish to raise with the Cabinet Member at these meetings (7 working days) in advance of the meeting date. No officers shall attend these meetings and no record of the discussions shall be kept by officers. Attendance at these meetings will be an "approved duty" for the purposes of payment of expenses.

## **2. Bi Monthly Meetings of the Shadow Cabinet with the CEX, Directors and relevant senior officers**

Meetings shall be scheduled into the Council diary by the Democratic Services Unit. An agenda for each meeting will be drawn up by the Chief Executive or his/her nominated representative, in consultation with the Leader of the Council and Leader of the Opposition. A brief record of the matters discussed at the Shadow Cabinet meetings will be maintained by an officer nominated by the Chief Executive, and be available for inspection by other members. Attendance at these meetings will be an “approved duty” for the purpose of payment of expenses; Arrangements for these meetings will be kept under review.

---

### *Shadow Cabinet / Cabinet Members Relationship with Officers*

---

Other than the approved duties arrangements described above there will be no other meetings of the Shadow Cabinet with officers, and any informal meetings held between the Shadow Cabinet Member and their relevant Cabinet Member shall not constitute “approved duties” and no expenses shall be paid;

For the avoidance of doubt officers’ integrity shall not be comprised, and in particular:

- officers shall not be asked to breach the Cabinet or Cabinet Members confidences;
- officers shall at no time be asked to work up policy proposals for the Shadow Cabinet or Shadow Cabinet Members, except where the Leader (and / or relevant Cabinet Member) has authorised that policy development to feed into their own policy development considerations.
- officers shall not be placed in a position of explaining why the Cabinet has taken a particular course of action.

---

### *Scrutiny Committees*

---

· The sanctity of the Authority’s Scrutiny Committees shall be respected to the intent and purpose that the Shadow Cabinet shall not in any of the meetings described above function

as a scrutiny committee, save that the Cabinet or a Cabinet Member may at their discretion invite the Shadow Cabinet to conduct some pre-decision scrutiny of a matter of their choice.